



## OF-288 Sample for DOI Agencies

### Social Security Number:

Ensure full SSN is entered correctly in **Block 2**. **Must match I-9 & W-4 forms.**

### Hired At:

Ensure **Block 6** is entered with Unit Identifier.

### TYPE OF EMPLOYMENT:

Ensure **Block 4** is marked as "Casual" and not any of the other choices.

### Casual Information:

Ensure name and complete address are legible. **Blocks 10, 11, 12, 13 & 14.**

(Does not change the casual's address for CPC records).

### Fire name and fire code:

Ensure fire name, (**block 1**) and Fire code (**block 2**) match (per Fire Code System).

### TIME POSTING COLUMNS:

◆ Post hours in military time.

◆ Post time in 15 minute increments with a 2 hour minimum.

◆ If shift passes through midnight from one day to the next, be sure to show ending time at 2400 and starting time on next day at 0001. **Example Column A Line 2.**

EMERGENCY FIREFIGHTER TIME REPORT											
1. Identification Number <b>F 5772040</b>		2. Social Security Number XXX-XX-XXXX		3. Initial Employment (X one) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		4. Type of Employment (X one) <input checked="" type="checkbox"/> Casual <input type="checkbox"/> Regular Gov't Employee <input type="checkbox"/> Other		5. Transferred From		6. Hired At SD-RBA	
7. Employee Has (X one) <input type="checkbox"/> Been Discharged <input type="checkbox"/> Out		8. Entitled To Return Travel Time (X one) <input type="checkbox"/> Yes <input type="checkbox"/> No		9. Entitled To Return Transportation (X one) <input type="checkbox"/> Yes <input type="checkbox"/> No		ZIP CODE MUST BE ENTERED BELOW					
10. Name (First, Middle, Last)				11. Street Address				12. City			
13. State				14. Zip Code				15. Name			
16. Street Address				17. City				18. State			
19. Telephone No. (Include Area Code)				20. Fire Name Lights Out				21. Fire No. G9N1			
22. Fire Location Boise				23. State ND				24. Fire Location Wesley			
25. State ID				26. Fire Location Wesley				27. State ID			
28. Fire Location Crescent				29. State OR				30. Fire Location Butte			
31. State OR				32. Fire Location CAMP AD-A				33. State OR			
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